

**INSTRUCTIONS**

- I. TO INITIATE A GRIEVANCE (PART I):** 1. ON THE ORIGINAL AND FIVE COPIES OF THIS FORM, COMPLETE PART I WHERE APPLICABLE. 2. GIVE THE ORIGINAL AND FOUR COPIES TO THE GRIEVANT'S BATTALION CHIEF. 3. RETAIN ONE COPY FOR YOUR RECORD. 4. AFTER DISPOSITION, THE GRIEVANT'S BATTALION CHIEF SHALL RETURN THE ORIGINAL TO THE GRIEVANT, FORWARD ONE COPY TO THE FIRE DEPARTMENT ADMINISTRATION OFFICE, ONE COPY TO THE CITY LABOR NEGOTIATOR, ONE COPY TO THE MILWAUKEE PROFESSIONAL FIRE FIGHTERS ASSOCIATION AND RETAIN ONE COPY FOR THE BATTALION FILE.
- II. TO APPEAL GRIEVANCE DISPOSITION (PART II):** 1. COMPLETE WHERE APPLICABLE, PART II OF YOUR ORIGINAL GRIEVANCE FORM AND THEN MAKE THREE COPIES. 2. GIVE THE ORIGINAL AND THREE COPIES TO THE FIRE DEPARTMENT ADMINISTRATION OFFICE. 3. AFTER DISPOSITION THE BOARD OF INVESTIGATION SHALL RETURN THE ORIGINAL TO THE GRIEVANT, FORWARD ONE COPY TO THE CITY LABOR NEGOTIATOR, ONE COPY TO THE MILWAUKEE PROFESSIONAL FIRE FIGHTERS ASSOCIATION AND RETAIN ONE COPY FOR THE DEPARTMENT FILE.
- III. TO APPEAL GRIEVANCE DISPOSITION (PART III):** 1. COMPLETE, WHERE APPLICABLE, PART III OF YOUR ORIGINAL GRIEVANCE FORM AND MAKE THREE COPIES. 2. GIVE THE ORIGINAL AND THREE COPIES TO THE CHIEF ENGINEER, FIRE. 3. AFTER DISPOSITION, THE CHIEF ENGINEER, FIRE SHALL RETURN THE ORIGINAL TO THE GRIEVANT, FORWARD ONE COPY TO THE CITY LABOR NEGOTIATOR, ONE COPY TO THE MILWAUKEE PROFESSIONAL FIRE FIGHTERS ASSOCIATION AND RETAIN ONE COPY FOR THE DEPARTMENT FILE.
- IV. TO APPEAL GRIEVANCE DISPOSITION (PART IV):** 1. COMPLETE, WHERE APPLICABLE, PART IV OF YOUR ORIGINAL GRIEVANCE FORM AND MAKE ONE COPY. 2. GIVE THE ORIGINAL TO THE CITY LABOR NEGOTIATOR AND FORWARD ONE COPY TO THE CHIEF ENGINEER, FIRE.

**PART I - GRIEVANCE INITIATION (PRINT OR TYPE)**

NAME OF AGGRIEVED EMPLOYEE	TITLE PAYROLL #	BN. AND CO.	DATE
ASSOCIATION REPRESENTATIVE SIGNATURE	TITLE	DATE	

**STATEMENT OF GRIEVANCE:**

STATE EITHER (BUT NOT BOTH): 1. THE CONTRACT CLAUSE INVOLVED, MAKING REFERENCE TO THE APPROPRIATE PAGE AND LINE NUMBER(S); OR 2. THE RULE INVOLVED, MAKING REFERENCE TO THE APPROPRIATE RULE AND SECTION NUMBER(S).

**ACTION REQUESTED:**

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**GRIEVANCE DISPOSITION:**

BATTALION CHIEF \_\_\_\_\_ DATE \_\_\_\_\_

PARTS II, III, IV, GRIEVANCE DISPOSITION, APPEALS ON REVERSE SIDE

**PART II - GRIEVANCE DISPOSITION APPEAL TO BOARD OF INVESTIGATION**

AUTHORIZING SIGNATURE

TITLE

DATE

GRIEVANCE DISPOSITION (ONLY BOARD OF INVESTIGATION TO WRITE IN THIS SPACE)

BY \_\_\_\_\_ DATE \_\_\_\_\_

**PART III - GRIEVANCE DISPOSITION APPEAL TO CHIEF ENGINEER, FIRE**

AUTHORIZING SIGNATURE

TITLE

DATE

GRIEVANCE DISPOSITION (ONLY CHIEF ENGINEER, FIRE TO WRITE IN THIS SPACE)

BY \_\_\_\_\_ DATE \_\_\_\_\_

**PART IV - GRIEVANCE DISPOSITION APPEAL TO ARBITRATION**

AUTHORIZING SIGNATURE

TITLE

DATE

GRIEVANCE DISPOSITION BY ARBITRATOR TO BE ATTACHED TO THIS FORM WITH THE ORIGINAL BEING SENT TO THE MPFFA. ONE COPY SENT TO THE CHIEF ENGINEER, FIRE AND ONE COPY SENT TO THE CITY LABOR NEGOTIATOR.